

## **SYSTEM OF RECORDS NOTICE:**

[Full Federal Register Publication](#)

### **SYSTEM OF RECORDS NO.: HSNG.SF/HUF.01**

**SYSTEM NAME:** Asset Disposition and Management System (ADAMS-VBSP-P260).

**SYSTEM LOCATION:** SunGard, 1001 E Campbell Road, Richardson, TX 75081

SunGard, 120 Van Buren Street, Suite 202, Phoenix, AZ 85004 (Disaster Recovery site)

Federal Records Center (at retirement), and at the HUD Headquarters building, 451 Seventh Street SW, Washington, DC 20410.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Individuals who are covered by this system include successful bidders of a HUD-owned property, non-profit organizations, Government Entities, Nonprofit board members and key staff and Asset Control Area (ACA) participants approved by HUD to purchase HUD/FHA single-family homes. Also, individuals involved in the sale of HUD/FHA single-family homes Management and Marketing contractors (M&M), HUD employees, brokers, Name and Address identifier contractors, and financial control contractors.

**CATEGORIES OF RECORD IN THE SYSTEM:** Files contain identifying information about successful bidders, such as name, Social Security Number, and current address. In addition, the files contain appraisal information, tax payments, purchase sales offer information, HUD-1, purchase contract information, vendor information, and Management and Marketing contractor invoice information. Additional Nonprofit/Government entity Business Documentation: (IRS Letters for Determination of Nonprofit Status, Articles of Organization; Mortgage Notes, W-9/SAMS-1111), Property Report Documentation (Median Income certification) and limited

information about the homebuyers; such as, their name, and address, SSN, and race/ethnicity characteristics.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** National Housing Act as amended (12 U.S.C. 1702 et seq.). Housing and Urban Development 24 CFR part 200.194 (Part 200-- Introduction to FHA Programs)--Placement of Nonprofit Organization on Nonprofit Organization Roster. 42 U.S.C. 3543 – Sec. 3543 Preventing fraud and abuse in Department of Housing and Urban Development programs, National Housing Act, Section 235(b), P.L. 479, 48 Stat. 12 U.S.C. 1701 et seq., Section 165 (a) of the Housing and Community Development Act of 1987, P.L. 100-242, Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, P.L. 100-628.

**PURPOSE:** ADAMS/P260 is a case management system for HUD owned and HUD managed single-family properties. The P260 application was introduced into production in 2010. ADAMS / P260 supports HUD staff at Headquarters and Homeownership Centers (HOCs), and HUD's Management and Marketing (M&M) contractors to track single-family properties from their acquisition by HUD through the steps necessary to resell the properties. ADAMS / P260 captures pertinent data relating to the properties, including acquisition, maintenance and sales cost, property description and value, bids and sales proceeds, and special program designations. ADAMS / P260 also tracks and monitors certain events after sales under the Good Neighbor Next Door, non-profit, and ACA sales programs. Additional Nonprofit/Government entity web-based program management tools improve the application, recertification, and reporting process for organizations that participate in the Office of Single Family Housing (OSFH) activities and to assist HUD staff with the daily administration of FHA's Nonprofit Program activities. HUD maintains a roster of nonprofit organizations that are qualified to participate in certain specified

FHA activities. The Nonprofit data used by HUD staff to: (1) Verify an agency's eligibility to participate in the program; (2) to validate that no conflicts of interest exists amongst board members, employees, business partners, and homebuyers; (3) to validate that discounted HUD-REO homes were sold to eligible buyers; and (4) to determine that participating agencies have not exceeded profit limits on the re-sale of HUD-REO homes purchased through the discount program. However, because Government entities do not need approval to participate in the program they are not required to submit any business documentation or documentation on any governing boards or key staff. Government entities are required to submit property reports documenting the purchase and sell of REO discount properties.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING**

**CATEGORIES OF USERS AND THE PURPOSE OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act other routine uses include to:

- (a) The General Accounting Office (GAO) for audit purposes.
- (b) The IRS for tax reporting purposes.
- (c) Management and Marketing contractors for processing sales of HUD Homes as authorized by 24 CFR Part 291.

Additionally, refer to Appendix 1, HUD's Inventory of Routine Uses <sup>1</sup>section for a description of disclosures that may be applicable to this system.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

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<sup>1</sup> <http://portal.hud.gov/hudportal/documents/huddoc?id=append1.pdf>

**STORAGE:** Records are stored electronically in a computer mainframe. No manual/paper based records.

**RETRIEVABILITY:** Records are searched by FHA case number, property address (including other geographical characteristics such as contract area, property state/city/county/zip code, HUD Homeownership Center), contractor ID/name, or nonprofit/government agency name. No paper based records.

**SAFEGUARDS:** Records are maintained in a secured computer network. Access is limited to authorized personnel. ADAMS (P260) access requires two levels of logins to access the system. The first login uses HUD Siteminder system to verify that the user has active HUD authorization. The second login uses ADAMS (P260) internal security system to set permissions for data access and system functionality. No paper based records.

**RETENTION AND DISPOSAL:** Information is archived electronically. Records will be retained and disposed of in accordance with the General Records Schedule included in HUD Handbook 2228.2, appendix 14, items 21-26. At system retirement, records may be retained at the Federal Records Center. Paper base records are destroyed by burn or shredding. Electronic records are purged or deleted from the system when eligible to be destroyed using one of the methods described by the NIST SP 800-88 "Guideline for media Sanitization" (September 2006).

**SYSTEM MANAGER AND ADDRESS:** Shawn Walkey, Office of Single Family Asset Management, 451 Seventh Street, SW, Room 9182, Washington, DC 20410.

**NOTIFICATION AND RECORD ACCESS PROCEDURES:** For information, assistance, or inquiry about the existence of records, contact the Privacy Act Officer, Department of Housing and Urban Development, 451 Seventh Street, SW, Room 4178, Washington, DC 20410.

(Attention: Capitol View Building, 4<sup>th</sup> Floor). Provide verification of your identity by providing

two proofs of official identification. Your verification of identity must include your original signature and must be notarized. The Department's rules for providing access to records to the individual concerned appear in 24 CFR part 16.

**CONTESTING RECORD PROCEDURES:** The procedures for requesting amendment or correction of records appear in 24 CFR part 16. If additional information is needed, contact:

- 1) In relation to contesting contents of records, the Privacy Act Officer at HUD, 451 Seventh Street, SW, Room 4178 (Attention: Capitol View Building, 4<sup>th</sup> Floor), (202) 402-8073 Washington, DC 20410;
- 2) In relation to appeals of initial denials, HUD, Departmental Privacy Appeals Officer, Office of General Counsel, 451 Seventh Street, SW, Washington, DC 20410.

**RECORD SOURCE CATEGORIES:** Purchasers, Brokers, appraisers, contractors, Nonprofit/Government entities, and HUD employees.

**EXEMPTIONS FROM CERTAIN PROVISIONS OF THE ACT:** None.